

IT Policy - 1001

NPS Information Technology Policy/Standard

Category:	1000 – Computer Labs, Learning Resource Centers
IT Standard/ Policy:	1001 - <u>Policy for using the Learning Resource Centers (LRC)</u>
Approval:	Information Technology Services (code 05)
Timeline:	Revision date: 1 July 2001 Effective date: 1 April 2001 Migration due date:
Definitions:	The LRCs are defined to be centrally funded and centrally maintained teaching classrooms/laboratories that provide a computer station for each student. NPS has approximately 17 LRC facilities. Many of the LRCs provide projection systems and most offer connection to the Internet.
Standard:	The LRCs utilize common, centrally administered and funded lab resources to support their operation and maintenance. The standard hardware and software in the LRCs varies based upon the requirements of the particular teaching classroom. If the current hardware and/or software cannot meet specific class requirements, the equipment can be augmented to meet the needs of most departments. Table 1 lists the LRC facilities and their resources.
Guidelines:	Each LRC (classroom) is available to the faculty by reserving the LRC through the NPS Scheduling Office, 656-2064, Ro-103A. Typically a LRC can be reserved to support a particular class meeting-time for an entire academic quarter, but one-time reservations are permitted. When reserved, the classroom can be used exclusively by the scheduling faculty & class... or the scheduling faculty may allow computer stations, not needed by the class, to be used by “walk-ins” on a not-to-disturb-the-class basis. Classroom schedules indicating reserved times are posted near the door to each facility. When the LRC is <u>not</u> reserved, the computers are available for use by any authorized computer-user at NPS. Use of these facilities is NOT authorized for personal business nor family member usage.
Transition:	At this revision, not all of the NPS computer labs are under the control of the NPS Scheduler. Eventually, it is anticipated that all centrally maintained labs will be designated as scheduled labs so that maximum utilization of NPS resources can be achieved. Once under full control of the Scheduler, the responsibility for funding, recapitalization/upgrades, and consumable purchases becomes the responsibility of the IT Division (code 05). Currently, computer labs managed by a department require the department to fund the recapitalization/upgrades, consumables, and lab hardware and software.
Technical Considerations:	The IT Department, through the Helpdesk (x1046), is responsible for the computers and computer environment in the LRC’s. The projection systems (not all LRC’s have projection capability) are the responsibility of the Distance Learning Center (code 01B5, x2035).
Rationale:	It is in the best interest of NPS to demonstrate to the NPS sponsors that the school is maximizing the utilization of existing laboratory resources, rather than continuing to build more capability. LRC’s represent a very good model for maximizing resources by

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cooperatively sharing those resources between those departments that need such resources.

Table 1. Computer Labs. Labs are called LRC's, if scheduled through Scheduling office.

#	LRC	LAB	Computers	Printers	Scanners
1	N	SP431	23PC,433celeron,192M,20G	5-HP4500,HP1600,HP5m,H P4000N(duplex)	HP6000
2	N	SP525	1-266p,1-233p,1-200p,15-166	1- HP4m+	
3	N	SP243	11-500p,256M,8G	1- HP4000	
4	Y	SP263	23-400p,256M,8G	1- HP4000TN	HP5p,HP4c
5	Y	SP105	10-500p,128M,4G	1- HP8000n	HP4c
6	Y	ME138	18-400p2,128M	4- HP4M+ (need replace)	HP Scanjet (need replace)
7	Y	RO204	20-500p3,128M	1- HP 8000N	
8	Y	RO228	23-450p2,256M	1- HP8000	
9	Y	GL128	32-667p3,128M	1- HP5si	
10	Y	GL203	30-500p3,64M	1- HP5Si	HP Scanjet 6300Cse
11	Y	GL318	24- 500p3,64M	1- HP8000	HP ScanJet 6300Cse
12	Y	HA201C	16-266p,64M	Needs HP LaserJet	
13	Y	IN141	20-266p or less, 64M		
14	Y	IN224	2-266p,64M;19- 500p,128M		
15	N	IN322	1-266p,64M		
16	N	IN323	1- 266p,64M		
17	N	IN325	1- 266p,64M		
18	N	IN263	1- 266p,64M		
19	N	IN260	1- 266p,64M		
20	N	IN285	1 -266p,64M		
21	N	IN270	3- 166p, 16M		
22	Y	IN379	5- 500p,128M		
23	Y	IN250			
26	Y	HA103 PC/UNIX			
27	Y	SP301/303 UNIX			
28	Y	SP431 PC			
29	N	SP511 UNIX			
30	Y	SP341 UNIX			
31	N	BU100A PC/UNIX			

Other Scheduled **Non-Computer** Labs: BU(102, 208, 224); RO(111, 117, 123, 125); SP(506,531,543,006, 019-125, 107, 111, 125, 127, 148, 135, 304, 341, 419, 431)